

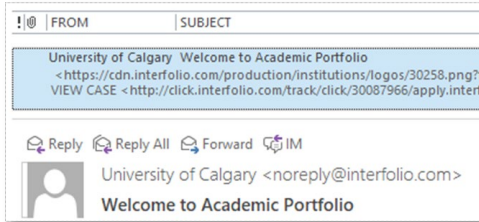
Quick Reference Guide

How to submit your Tenure & Promotion application



A Get started

Once you have indicated your intent to apply for Tenure and/or Promotion, HR will create a case for you in Academic Portfolio. A case is like an online binder, storing and organizing all requirements and instructions for the process.

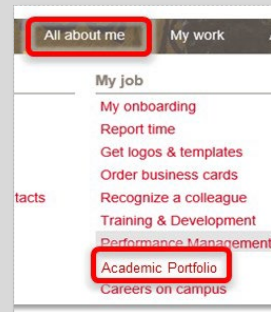


In July, you will receive an email from Interfolio.com saying “The University of Calgary has initiated a review on your behalf.” To access your case in Academic Portfolio, click the **View Case** button in the email or navigate to **MyUCalgary.ca** as instructed below. Recommended browser is Google Chrome.

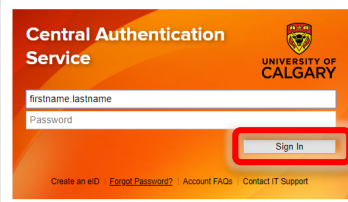
* Screen captures subject to change with Interfolio updates. Processes remain the same.

From your email

From MyUCalgary.ca



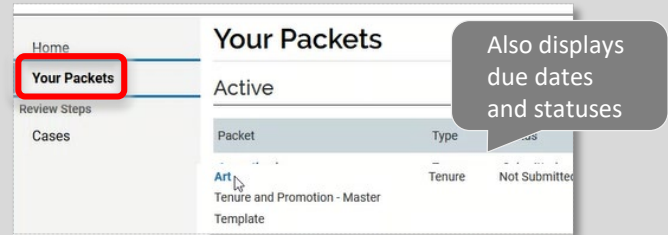
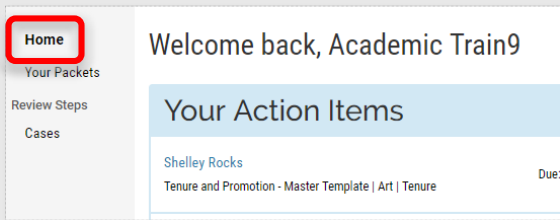
Sign in with Partner Institution



B Access

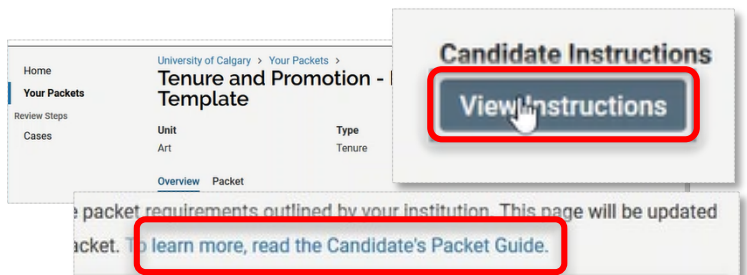
From the *Home* page, open your Action Item.

From *Your Packets*, click appropriate packet.



C Prepare

- Read [Article 28](#) of the *Collective Agreement*
- Refer to [Faculty Guidelines](#) and *GFC Academic Staff Criteria & Processes Handbook*.
- Use the **View Instructions** button for help with the system and the **Candidate Packet Guide** link for guidance on documents.



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D Review

The first tab, *Overview*, shows how many files have been uploaded and which subfolder they are located in.

The subfolders help to keep documents in order even though Reviewers cannot see the subfolder names.

Be sure to use a descriptive naming convention so Reviewers know what each file is (example: "SMITH – Research Publication 1")

The entry in the *# Added* column increases, and the document icon (circle) indicates your progress as you upload documents.

The screenshot shows the 'Overview' tab for a 'Packet' under the 'Faculty of Arts' unit. It displays a table of 'Candidate Documents' with columns for 'Type', '# Required', and '# Added'. A red box highlights the 'Overview' tab and the '# Added' column. A circular progress indicator is shown on the right.

Type	# Required	# Added
Cover Letter	1 required	1
CV	1 required	0
Teaching	0 required	0
Research	0 required	0
Service	0 required	0
Other Discretionary Materials	0 required	0

E Add documents

To upload documents:

- If in the *Overview* tab, click the **Edit** button.
 - If in the *Packet* tab, click the **Add** button.
1. Click the **Add New File** tab.
 2. Click the **Browse to Upload** and navigate to your files in Windows Explorer – OR – drag a file from its current location into this window.
 3. When the file name displays in the field, click the **Add** button to upload.

Repeat for each file you need to upload.

This screenshot shows the 'Add Cover Letter' upload interface. A red box highlights the 'Add New File' button (1). A callout box states: 'This upload procedure is the same for all of the document types listed in the Overview tab.' Below, a red box highlights the 'Browse To Upload' button (2) and a 'Drag & Drop your files anywhere or' area. A second callout box shows a 'Success' message: 'System confirms upload with message: Success.' and a red box highlights the 'Add' button (3).

F Submit application

BEFORE: See what others viewing your case will see. The **Preview** function lists the titles of your documents in a sidebar.

1. Click the **Packet** tab.
2. Click the **Submit** button for both *Candidate Documents* and *Additional Documents* sections.
Tip: Select all submits at the same time.

Warning! Your submission is **locked** after the next step.

1. Click **Yes** to confirm. Note the **SECTION SUCCESSFULLY COMPLETED** message.

AFTER: See what you submitted. Click **View** on the *Overview* tab to see previous submissions.

This screenshot shows the submission confirmation process. A red box highlights the 'Packet' tab (1). A callout box says: 'Click the Preview button to see what reviewers will see.' Below, a red box highlights the 'Submit' button (2). A 'Confirm' dialog box asks: 'You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?' A red box highlights the 'Yes' button (3). A 'SECTION SUCCESSFULLY SUBMITTED' message is shown. A 'Previous submissions' callout points to a 'View' button on the 'Candidate Documents' section.